Interim Report / final report Sub-Project

|  |  |  |  |
| --- | --- | --- | --- |
| FFG Project number | [six-digit FFG number] | eCall number | [eCall-number] |
| Short title | [Acronym] | Applicant | [Organisation] |
| Consecutive number of the report | [Number] | Reporting period | [Period]. |
| Associated with Energy Model Region | [Name of Energy Model Region] | Author | [Name] |

Please note: length approx. 15 - 25 pages, upload to eCall in PDF format

# Goals and results

## 1.1 Contribution to goal achievement

Please describe your contribution to the goals of the programme and the goals of your model region.

* Assign the project goals to the overall programme goals and specify the extent to which the goals of your project contribute to achieving the three programme goals (Table).

**Table 1: Contribution of your project to the programme goals**

|  |  |  |
| --- | --- | --- |
| **Programme goals** | **Project goals** | **Contribution to programme goals** |
| 1. Technology development: “Development and model use of local energy and energy-related transport technologies for the large-scale field testing of intelligent system solutions in live operation” | If your project has sub-goals, please copy exact wording from the relevant project applications   * Sub-goal A * Sub-goal B * etc. | Type of contribution and percentage (please estimate based on expense and intended impact, total of all project goals=100%) |
| 2. Market development: “Strengthening and developing Austria as a lead market for innovative energy and energy-related transport technologies and services” | * Sub-goal A * Sub-goal B * etc. |  |
| 3. Acceptance: “Involvement and active participation of users” | * Sub-goal A * Sub-goal B * etc. |  |
|  |  | 100% |

**Table 2: Contribution of your project to the goals of your model region**

|  |  |  |
| --- | --- | --- |
| **Model region goals** | **Contribution of project** | **Relation to model region goals** |
| 1.(specified by cluster coordinator) | If your project has sub-goals, please copy exact wording from the relevant project applications   * Sub-goal A * Sub-goal B * etc. | (Percentage, please estimate based on expense and intended impact, total of all project goals=100%) |
| 2. | * Sub-goal A * Sub-goal B * etc. |  |
| 3. | * Sub-goal A * Sub-goal B * etc. |  |
|  |  | 100% |

## 1.2 Comparison of results

Please indicate to what extent the actual results obtained (so far) meet the planned project goals and specify deviations, if any.

* To what extent have the goals specified in the funding agreement been met (so far)? Are these goals still relevant or realistic? (please note: changes to the goals require the consent of the FFG)
* Please complete a separate table for each sub-goal

**Table 3: Results and goal achievement**

|  |  |
| --- | --- |
| **Sub-goal 1** | **Description** |
| Designation | (copy wording from Table 1) |
| Assigned programme goal | (Technology,Market,Acceptance) |
| Is the goal still relevant? | (if not, please justify) |
| Extent of goal achievement | … |
| Results (obtained so far) | ... |
| Problems in goal achievement | … |
| Highlights, surprises, special successes | … |

**Table 3b**

(insert, if required)

## 1.3 Reflection on results

Identify in the report the five most important results so far of the project and give a ranking of further scientific investigation (white spots in a more general sense) and political implementation needed. Specify furthermore what further concrete R&D activities are planned.

**Table 4: Results and goal achievement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Result | Description of result | Ranking of further **scientific investigation** (white spots in a more general sense) | Need of **political implementation** | **Plan of concrete R&D activities** |
| A |  | 1.  2.  3.  … |  |  |
| B |  |  |  |  |
| C |  |  |  |  |
| D |  |  |  |  |
| E |  |  |  |  |

# Work packages and milestones

## 2.1 Synoptic tables

* Explanatory notes:   
  The tables are structured according to the funding application.  
  Scheduled date: date according to the funding application or according to the contractual project plan.   
  Current date: date according to the plan valid at the time of reporting.

**Table 5: Work packages**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP**  **No.** | **Work package**  **title** | **Stage of completion** | **Scheduled date** | | **Current date** | | **Results achieved / Deviations** |
| **Start** | **End** | **Start** | **End** |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 6: Milestones**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone**  **title** | **Scheduled date** | **Current**  **date** | **Milestone achieved on** | **Results achieved / Deviations** |
| 1 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 2.2 Description of the work carried out during the reporting period

* Describe the work carried out during the reporting period broken down into the work packages.
* Have the work steps and packages been completed according to plan? Have there been relevant deviations?
* The description must also include any changes to the methodology applied (please note: changes to the methodology and relevant changes to the work plan require the consent of the FFG).

>Text<

## 2.3 Changes in the further course of the project

* Are there any changes? What effects do they have? How does the plan need to be adjusted?

>Text<

# Project team and cooperation

* Have there been major changes to the project team (internal key personnel and third party service providers)?
* For consortium projects: describe the cooperation within the consortium.
* Please describe changes in the work allocation. Do they have an effect on the cost/financing structure and objectives?

>Text<

# Economic and scientific networking and exploitation

## 4.1 Networking

Describe the **networking activities** undertaken so far.

* What new collaborations between subprojects within your model region have arisen as a result of your participation?
* What additional (expected) effects do these collaborations have?
* What collaborations have been created between your sub-project and other national and/or international partners (projects, companies, organisations)?

**Table 7: Collaborations**

|  |  |
| --- | --- |
| **Collaboration No. 1** | **Description** |
| Initiator | … |
| Partners | … |
| Internal/external | (predominantly with partners from the model region, predominantly with external partners, balanced) |
| International partners | (number) |
| Type of collaboration | (loose network, joint project or consortium, joint corporate structure, strategic alliance, binding agreements, joint products/services etc.) |
| Type | (predominantly scientific, predominantly economic, both) |
| Topic and goals of the collaboration | … |
| Benefit / effects of the collaboration | … |
| Results | … |

**Table 7b**

(insert additional collaborations, if required; many projects may involve several collaborations or forms of networking between different actors and for different purposes)

## 4.2 Dissemination

Describe the **dissemination activities** undertaken so far.

* How are the responsibilities and process of dissemination managed?
* What findings/interim results were the highlights during the reporting period?
* Were they successfully communicated to the desired target group?
* Which communication channels were used and to what effect?
* What effects do these dissemination activities have on the project (more public attention, exchange of know-how, new partners, faster innovation, financial resources)?
* What support did you find useful/lacking in dissemination?

**Table 8: Dissemination activities**

|  |  |
| --- | --- |
| **Dissemination activity No. 1** | **Description** |
| Brief designation | … |
| Initiators and/or authors | … |
| Type | (scientific publication, Master’s thesis, doctoral thesis, popular science publication, media report, event, interview, film etc.) |
| Communication channels | … |
| Target group addressed | (in Austria/international actors) |
| Date/period | … |
| Topic and content | (message, finding, product) |
| Benefits and effects | … |
| Effect on the project | (effect on the project, the project partners, follow-up activities, public perception/acceptance) |
| Remarks | (What support did you find useful/lacking in dissemination?) |

**Table 8b**

(insert additional activity, if required)

## 4.3 Exploitation

Describe the **exploitation activities** undertaken so far.

* Is scientific or economic exploitation possible?
* What exploitable results were obtained in the reporting period?
* Is there a professional process in place for exploiting the results and what does it look like? (allocation of responsibilities and resources, ongoing exploitation plan, identification of the target group for the results, legal knowledge of (potential) intellectual property rights)
* Did this project lead to additional (follow-up or thematically related) projects? (project name, funding provider, role of project partner)

**Table 9: Exploitation activities**

|  |  |
| --- | --- |
| **Exploitation activity No. 1** | **Description** |
| Brief designation | … |
| Initiators and/or authors | … |
| Type of innovation or intellectual property | (new technological process, scientific finding/model, different financing model, model contract) |
| Technology readiness level of the innovation | * Self-assessment of TRL from 1-9 at component/service level: … * Description of increase in innovation level from .. to: … * Achievement of system solution and international market readiness: … * Status of market readiness/competitiveness at beginning and end: … * Dependence on interaction with other components for assessing market readiness and competitiveness of system solutions: … |
| Type of exploitation | … |
| Target group addressed | … |
| Exploitation idea | (scientific reputation, commercial product marketing, legal/organisational change, follow-up financing/funding) |
| Protection status | Patent, standard, informal standard (TAL), ISBN, publication |
| Management of exploitation | (e.g. professional process for exploiting the results, stringency and continuity of the exploitation plan) |
| Professional expertise on IPR | (e.g. legal knowledge, resources and responsibilities, etc.) |
| Remarks | (What support did you find useful/lacking in exploitation?) |

**Table 9b**

(insert additional activity, if required)

* >Text<

# Explanatory notes on cost

* Reporting of costs in eCall and use of the templates provided in eCall are mandatory. Please observe the Cost Guidelines (www.ffg.at/recht-finanzen/kostenleitfaden) and the call documents.
* Deviations from the cost plan and cost reallocations should be described and justified here.
* >Text<

# Specific conditions and requirements

* Please elaborate on any project-specific conditions and requirements (acc. to §6 of the funding agreement) specified in the funding agreement or contract for work or services.

>Text<

# Reportable incident

Have there been special events or incidents concerning the project that must be reported to the FFG, e.g.

* changes in legal or economic influences on the funding recipient
* bankruptcy proceedings
* incidents that delay or prevent the performance of the funded work
* additional funding for this project

>Text<